

## 2013 Common Deficiencies

C32	Page 1:Item#1 Need firm's correct legal name as registered with the SCC
C32	Page 1: Item#1 Need firm's email address &/or contact person to be listed on VDOT website
C32	Page 1:Item# 7 Need to submit with owner's full legal name spelled out (first, middle, last spelled out), no initials, or if no middle name indicate "NMN"
C32	Page 1:Item# 7 Need Driver's License number & State of where authorized person's Driver's License was issued
C32	Page 2: Need to submit with authorized person's full legal name spelled out, no initials or if no middle name indicate "NMN"
C32	Page 2: Need copy of <u>current active</u> Driver's License of authorized person
C32	Page 3: Need "A" or "B" filled in
C32	Page 4: Need a completed page 4 for each Owner & Authorized person (one page per person)
C32	Page 6: Need column 3 to specify in detail work performed to support page 5, work classes
C32	Page 7 & 8: Need to only provide list of highway equipment &/or tools used to support work classes <u>selected on page 5 and previous experience (no vehicles)</u>
C32	Page 7 & 8: Need Serial or VIN number for all equipment listed or indicate "unknown"
C32	Page 8: Need originally signed letter from rental/leasing company confirming access to renting/leasing specific equipment to support work classes requesting
C32 & C32A	Page 9: Need to submit completed Annual Balance Sheet in its entirety no blanks-if "0" then indicate a "0"
C32 & C32A	Page 10: Need signed by authorized person on page 2 of C32
C32 & C32A	Page 10:Need to indicate if DBE or Non-DBE
C32 & C32A	Affidavit: At top need Full legal name of firm as registered with the SCC filled in.
C32A	C32A: Need yes & no boxes appropriately checked off
FORM C47 FOI EXEMPTION PROTECTS ONLY LIMITED & SPECIFIC INFORMATION	Need legal name of firm on C47 regardless if requesting protection or not and needs to be originally signed
SUBMIT FORM C38 (SAFETY INDEX RATING) & THE FOLLOWING DATA	Need to complete & score all points & final total on C38 form correctly
SUBMIT FORM C38 (SAFETY INDEX RATING) & THE FOLLOWING DATA	Need Part 2, Item 1 filled out in its entirety for past six years of in business & calculate points correctly
SUBMIT FORM C38 (SAFETY INDEX RATING) & THE FOLLOWING DATA	Need Part 2, Item 2 If firm has more than 10 employees then submit OSHA 300 & 300A logs for past 3 complete years & indicate standard ratings for US Industry for the past 3 available years & calculate points for Part 2, #2 correctly
SUBMIT OSHA 300 & 300A LOGS	Need to complete Part 2, #2 Industry rating & NAICS Code

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SUBMIT FORM C38 (SAFETY INDEX RATING) & THE FOLLOWING DATA	Need to score total correctly. 300 minus (sum of Part I & Part II)
SUBMIT FORM C42 (PRIME CONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS	Need to submit completed C42 this includes description of work, company name, signature, date -needs to filled in even if no current projects (Use N/A for no projects)
SUBMIT FORM C42A (SUBCONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS	Need to submit completed C42A this includes description of work, company name, signature, date -needs to filled in even if no current projects (Use N/A for no projects)
SUBMIT ORIGINAL EMR LETTER WITH 6 SCORES	Need originally signed EMR letter, copies are not acceptable
SUBMIT ORIGINAL EMR LETTER WITH 6 SCORES	Need total of 6 EMR rating scores from the past consecutive years in business-only provide for the years in business
SUBMIT ORIGINAL EMR LETTER WITH 6 SCORES	If do not have a total of 6 years indicate why on C38,by Part 2, #1
SUBMIT ORIGINAL EMR LETTER WITH 6 SCORES	If have less than 10 employees indicate on C38 on Part 2, #2